

### Entire sheet

To select the entire sheet, click on the small box between the column headers and the row headers (Figure 15), use the key combination *Ctrl+A*, press *Ctrl+Shift+Space*, or go to **Edit** on the Menu bar and select **Select All**.

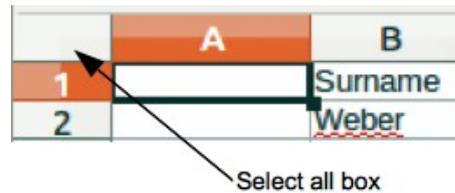


Figure 15: Select All box

### Selecting sheets

You can select either one or multiple sheets in Calc. It can be advantageous to select multiple sheets, especially when you want to make changes to many sheets at once.

#### Single sheet

Click on the sheet tab for the sheet you want to select. The tab for the selected sheet becomes highlighted.

#### Multiple contiguous sheets

To select multiple contiguous sheets:

- 1) Click on the sheet tab for the first desired sheet.
- 2) While holding down the *Shift* key, click on the sheet tab for the last desired sheet.
- 3) All tabs between these two selections will be highlighted. Any actions that you perform will now affect all highlighted sheets.

#### Multiple non-contiguous sheets

To select multiple non-contiguous sheets:

- 1) Click on the sheet tab for the first desired sheet.
- 2) While holding down the *Ctrl* key, click on the sheet tabs for other desired sheets.
- 3) The selected tabs will be highlighted. Any actions that you perform will now affect all highlighted sheets.

#### All sheets

Right-click a sheet tab and choose **Select All Sheets** in the context menu, or select **Edit > Select > Select All Sheets** on the Menu bar.

#### Tip

You can also select sheets using the Select Sheets dialog, accessed by selecting **Edit > Select > Select Sheets** on the Menu bar.

## Working with columns and rows

---

### Inserting columns and rows

When you insert columns or rows, the cells take the formatting of the corresponding cells in the column to the left or the row above.